

# Company Relocation Timeline

Dear Team Members,

We are excited to announce our upcoming relocation to a new office space. Below is the timeline outlining the key dates and activities associated with this transition:

## Relocation Timeline

- **December 1, 2023:** Announcement of relocation
- **January 15, 2024:** Team meeting to discuss relocation logistics
- **February 20 - 25, 2024:** Packing and preparing the current office
- **February 26, 2024:** Moving day
- **February 27, 2024:** First day in the new office
- **March 5, 2024:** Welcome event at the new office

We understand that moving can be a stressful time, and we appreciate your cooperation and commitment during this transition. Please feel free to reach out to your manager or HR with any questions.

Thank you for your continued support.

Best regards,  
The Management Team